

26 NOVEMBER 2003



Maintenance

**CONVENTIONAL MUNITIONS SUPPLY
CUSTOMER PROCEDURES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://www.e-publishing.af.mil>

OPR: 23 MXS/MXMWHA (MSgt Shupe)
Supersedes PAFBI 21-107, 18 November 1999

Certified by: 23 MXS/CC (Major Yankovich)
Pages: 46
Distribution: F

This instruction prescribes procedures and policies for the accountability, issue, turn-in, inventory, account validation, control, and requirements forecasting of all munitions obtained from SRAN FV4488, 23d Maintenance Squadron (ACC), and managed under the automated Munitions Accountable Systems Section (FV) Combat Ammunition System Base, (CAS-B). It applies to all organizations/activities assigned or attached to Pope AFB, NC, (on or off base) having a valid requirement and proper authority to maintain and/or expend munitions type items. The Privacy Act of 1974 affects this publication. Each form that is subject to the provisions of AFI 33-332, *Air Force Privacy Act Program*, as required by this publication contains a Privacy Act Statement either incorporated in the body of the document or in separate statement accompanying each such document. 10 U.S.C., Section 8012, and E.O. 9397, 22 November 1943 authorize the system of records required by this publication.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

1.	General:	3
2.	Responsibilities:	3
3.	Establishing and Maintaining a Munitions Custody/ Consumption Account:	4
4.	AF Form 68:	4
5.	Munitions Forecasting and Allocations.	7
Table 1.	Time Change Requisitioning Schedule.	8
6.	Munitions Issue Procedures.	11
7.	Munitions Expenditure Procedures:	12

8.	Munitions Turn-In Procedures:	13
9.	Courtesy Storage Procedures:	14
10.	Munitions Suspended/Restricted from Issue/Use:	15
11.	Accountability and Disposition of Munitions:	15
12.	After Hours Support.	15
13.	Procedures to Deploy Munitions:	16
14.	Deviations and Interpretations of Procedures:	16
Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION		17
Attachment 2—AF FORM 68, FRONT		21
Attachment 3—COMMANDERS MUNITIONS ACCOUNT RESPONSIBILITY BRIEFING		23
Attachment 4—MUNITIONS ACCOUNT CERTIFIERS BRIEFING		27
Attachment 5—MUNITIONS CUSTODIAN BRIEFING		30
Attachment 6—COURTESY STORAGE LETTER		38
Attachment 7—NOTIFICATION OF SUSPENDED/RESTRICTED MUNITIONS		40
Attachment 8—AF FORM 2005 FOR ISSUE		41
Attachment 9—AF FORM 2005 FOR EXPENDITURE		42
Attachment 10—AF FORM 2005 FOR DIFM TURN-IN		43
Attachment 11—AF FORM 2005 FOR EXPENDITURE TURN-IN		44
Attachment 12—AF FORM 2005 FOR CUSTODY TURN-IN		45
Attachment 13—MSI LOG EXAMPLE		46

1. General: It is the responsibility of all organizational commanders, account custodians, customers, and the Munitions Accountable Systems Officer (MASO) to insure compliance with procedures outlined in this regulation.

2. Responsibilities: The MASO, organization commanders, account custodians designated by the commander on AF Form 68, **Munitions Authorization Record**, and all personnel who receive/possess/maintain munitions items are responsible for ensuring compliance with procedures in this regulation:

2.1. The MASO or designated representative will:

2.1.1. Ensure all munitions are on-hand (if available), within approved allocation quantities when required.

2.1.2. Provide technical assistance and guidance to custodian/munitions users.

2.1.3. Ensure organizations requesting munitions are authorized to receive and use munitions items within approved allocated quantities.

2.1.4. Brief commanders, certifying officials, and custodians, of their responsibilities.

2.1.5. Ensure munitions are issued to authorized individuals only.

2.1.6. Immediately notify munitions users, past and present, orally and in writing of restrictions and suspensions of munitions.

2.2. Organizational Commander will:

2.2.1. Assume full responsibility for all ammunition items received by their organizations. This responsibility includes maintaining auditable records of all receipts, expenditures, and turn-ins, as well as providing adequate storage, proper security, and custodial control. (Ref: AFI 23-111, *Management of Government Property in Possession of the Air Force*)

2.2.2. Comply with procedures established by referenced regulations and manuals contained within this regulation.

2.3. Munitions: Custodians are the commanders designated representative responsible for the daily administration and management of the munitions custody account. This includes maintaining a documented record (capable of audit) of all receipts, expenditures, and turn-ins; providing adequate storage, proper security, and custodial responsibility for all ammunition items received for consumption, custody, and installation. (Ref: AFI 23-111)

2.4. User responsibility: Responsibility is vested in an individual who has acquired possession of government property from the munitions custodian. They are responsible for such property if:

2.4.1. The item is issued for their official use, whether or not a signed receipt is initiated. Provide Munitions Operations (AFV) Element, supply point custodians supporting documentation of the expenditure/installation or turn-in of munitions items.

2.4.2. Under their direct control for storage, custody, or safeguarding.

2.4.3. Found, indicating possible loss, theft, or abandonment under circumstances requiring personal care, custody, or protection

2.5. Personnel having munitions asset property responsibility, also have pecuniary liability to make good the loss, destruction, or damage (other than fair wear and tear) of property caused by maladministration. (Ref.: AFI 23-111)

2.6. Compliance by all concerned with procedures identified in this regulation is essential to insure an effective, efficient, and stable operation.

3. Establishing and Maintaining a Munitions Custody/ Consumption Account: Prior to release of any munitions type item, a munitions custody/ consumption account must be established. Requesting activities require the following actions:

3.1. Organizational commander will request, in writing, the establishment of a munitions custody account. As a minimum the request will include the organization code, shop code, type items required, justification for required items, and frequency of use. Justification must include authorizing manuals, instructions, technical orders, or other references, if applicable. Include sufficient information about the requirement for the MASO to evaluate the request. Request assignment of an organizational account code from AFV, unless previously established. Request will also appoint the account primary and alternate custodians.

3.2. The MASO reviews the request for purpose, accuracy, and supportability. Using descriptive criteria for a custody/consumption issue in paragraph 4.9., the MASO then determines the type of account to be established.

3.3. Once account is established submit munitions requirements to the organizations governing/ parent Major Command (MAJCOM) functional manager and HQ Air Combat Command (ACC)/LGWC. AFV will assist in coordinating required actions. ACC will notify AFV of the approved allocation.

3.4. Final step is completing the AF Form 68.

NOTE: Certified Munitions Inspectors can only be munitions account custodians with written permission from the MASO.

4. AF Form 68: All AF Form 68's will be accomplished in accordance with (IAW) AFI 21-201, *Management and Maintenance of Non-Nuclear Munitions*, and the instructions contained in this publication. This form is used for verification/ identification of personnel authorized to receipt or certify issues and expenditures for munitions, (See [Attachment 2](#)).

4.1. Part I will contain the complete justification and intended use of the munitions, with all prescribing directives such as Technical Orders (T.O.)s, Regulations, etc.

4.2. Part II of the AF Form 68 is used to delegate personnel authorized by the commander to certify authorizations and expenditures, these individuals are known as the Certifying officials. Although the form states "Section Chief of higher" commanders will, at a minimum, delegate authority to non-commissioned officers or higher. It is a certifying official's responsibility to verify issue requests and expenditures are properly documented by verifying the accounts IS507A, **Custody Account Listing**.

4.3. Part III will be used to identify primary/ alternate custodians. Indicate primary and alternate custodians by entering a "P" or "A" beside their name.

4.4. No one person can be on both Part II and Part III under any circumstances.

4.5. Part II and III, after last entry state “Last Item”. Thus eliminating the possible addition of personnel without the commanders and/or custodians knowledge

NOTE: All AF Forms 68 will be typed. Whiteouts, cross outs, obliteration’s, or incomplete forms will not be accepted. Individuals will sign name to the AF Form 68 using payroll signature. No more than one AF Form 68 will be permitted for a single munitions custody account. This ensures controls are implemented to ensure security, safety and accountability.

4.6. The account custodian will submit one original form and four copies of AF Form 68 to the MASO. Once the AF Form 68 is approved, the MASO or designated representative is required to brief the commander, certifying officials and primary/alternate custodians on their responsibilities relating to the operation and/or management of the munitions account within 30 days of appointment. A letter, certifying that each briefing was given, is placed in the account jacket file, and a copy maintained by the custodian, (See [Attachment 3](#), [Attachment 4](#) and [Attachment 5](#)). The MASO will:

4.6.1. Retain the original copy in Document Control.

4.6.2. File one copy in the Munitions Accountable Systems Section jacket file.

4.6.3. Return one copy to the organization for file in their custodian jacket file.

4.6.3.1. One copy filed in Storage Element.

4.6.3.2. One copy filed in Inspection Element.

4.7. Commanders will appoint at least one set of individuals to receipt for munitions and another set the authority to certify munitions requests/ expenditures. Indicate primary and alternate account representatives on AF Form 68, Part III. (See [Attachment 2](#))

4.7.1. Commanders should select personnel working directly with munitions as custodians/alternates. Their performance in managing these assets will directly affect their primary duty performance. The individuals are likely to take greater interest in the account if they are the primary users.

4.7.1.1. Appointed personnel should familiarize themselves with and fully understand the contents of this regulation and the following:

4.7.1.2. AFI 21-201

4.7.1.3. AFI 91-204, *Safety Investigations and Reports*

4.7.1.4. AFMAN 91-201, *Explosives Safety Standards*

4.7.1.5. DODD 5200.1, *Information Security Program*

4.7.1.6. AFI 31-401, *Information Security Program Management*

4.7.2. Only personnel listed on AF Form 68, Part III, can receipt for munitions. Also, personnel authorized to receipt for classified items must have the level of classification annotated in Part III.

4.8. Primary and alternate custodians should not be absent from the account at the same time. Munitions on hand within the organization must be under custodial supervision at all times.

NOTE: Commanders must ensure that their unit clearance forms contain the requirement for departing personnel to transfer the account to a new custodian at least 45 days prior to departure, or an extended TDY (over 45 days) otherwise turn-in all ammunitions and explosives to the MASO.

4.9. Keep the AF Form 68 current at all times. When authority is withdrawn, the MASO may, on verbal notification from the appointing authority, delete the individual(s) by lining through their name(s) on the form, and date and initial the lined out entry.

4.10. The AF Form 68 will be re-accomplished annually or when the primary custodian or commander change. AFV will forward notify each account custodian in writing when AF Form 68's require re-accomplishment.

4.11. Custodian will maintain a copy of the IS507A in the custody account folder. The IS507A is the most important document the custodian has, and is the official custody receipt document. This listing reflects the items the custodian is legally responsible for.

4.12. Custodian will forecast for their annual requirements IAW paragraph 5. of this instruction.

4.13. A munitions custody account folder is established for each account using a three ring binder. Custodians will keep this folder current at all times. This folder will contain all applicable documentation necessary to manage the account and will contain the following:

4.13.1. TAB 1- Copy of current AF Form 68, Custodian, Certifier, and Commander briefing letters.

4.13.2. TAB 2- MASO assisted inventory package; Custodian inventory package.

4.13.3. TAB 3- MSI Expenditure log and Expenditure documents.

4.13.4. TAB 4- Issue Documents.

4.13.4.1. Turn-in Documents.

4.13.5. TAB 5- Current Forecast.

4.13.5.1. Allocation documents.

4.13.5.2. Out-of-cycle requests and approvals.

4.13.6. TAB 6- Miscellaneous: May contain any or all of the following: Record of events, Courtesy Storage Agreement, Explosive Safety License (if required), Regulation/Customer Guide, messages/policy letters, MASO Review letter, AF Form 1996, **Adjusted Stock Level**, and other supporting documentation.

4.14. Custodian Inventories will be conducted quarterly. (MASO or Designated representative does not need to be present for these inventories) Inventories will not exceed 3 months from the last inventory date. The inventory must be completed, documented and hand carried to AFV no later than (NLT) 5 duty days from the start of the inventory. **NOTE:** Do not send documentation through base distribution.

4.14.1. MASO or Designated representative will conduct inventories with custodians annually with the exception of accounts 169AZ, 273LS, 382FR, 382OP, 423LS, 486LS, and 739MS, which will be conducted semi-annually.

4.14.2. AFV personnel will notify custodians of each quarterly inventory by email or telephone to schedule each inventory with the primary or alternate custodian. The Commander or Certifying official of each account will be notified of the scheduled date and time of the inventories.

4.14.3. Operations custody section will review all current allocations and on hand balances to identify overages or other problems prior to the start of the inventory.

- 4.14.4. Operations custody section will bring all discrepancies to the custodians' attention and set a suspense date to correct any noted discrepancies. Operations will also contact Inspection, and Storage elements to ensure that all custodial assets are in place in CAS-B as well as physically in the required location.
- 4.14.5. Operations will freeze all custody assets prior to start of inventory by using the IS427A, **Inventory Request** program in CAS-B. Operations will print a current IS507A from CAS-B.
- 4.14.6. Operations personnel will verify personnel that are performing the inventory are on the current AF Form 68.
- 4.14.7. The MASO or Designated representative will supply each custodian with a current IS430A, **Create Count/Recount Listing** to be used to conduct the inventory of each account. All custodians when conducting a Custodian inventory will contact AFV to schedule pick-up their accounts IS430A prior to start of account inventory.
- 4.14.8. Upon completion of the MASO assist inventory the custodian and MASO or Designated representative will sign, print full name, and date the IS430A.
- 4.14.9. When the physical count is accomplished the count sheet will be verified using the IS507A prior to in putting inventory results into CAS-B. Once the inventory is cleared in CAS-B the custodian will take the inventory package to his or her Commander. This package will contain a current IS507A, which the Commander and the custodian must sign, inventory clear sheet, and inventory completion letter documenting inventory results. The custodian has 5 duty days to return the entire package to operations with the appropriate signatures.
- 4.14.10. When discrepancies are noted during the inventory, the account will not be cleared until the discrepancies are resolved. The discrepancies will be annotated on the results letter, and forwarded to the custodians Commander for review. The IS507A will not be signed until the inventory discrepancies are corrected and reconciled.
- 4.15. During account transfers the gaining and losing primary custodians will be present and a new AF Form 68 will be completed.
- 4.15.1. During account transfers; departing custodians and newly appointed custodians will perform a complete physical inventory prior to the custodian change. The inventory will be conducted, reconciled and signed by the Organizational Commander, the departing custodian, and the newly appointed custodian. The relieving and gaining custodians will sign the change of custodian letter that will be given to them by operations personnel. The change of custodian letter will be filed in the custody account jacket file.
- 4.15.2. Custodians will file documentation along with all administrative correspondence in their jacket files until next quarterly inventory.
- 4.15.3. For semi-annual custody inventories, the MASO forwards an inventory/inspection results letter to the responsible squadron commander.
- 4.16. In addition to the quarterly and semiannual inventory, the MASO or his/her representative can perform a "NO NOTICE" supply point inventory at any time. The MASO may also direct the custodian to complete an inventory when deemed necessary.

5. Munitions Forecasting and Allocations.

5.1. General: The annual munitions forecast is the primary method a unit requests munitions required for training and operational needs. MAJCOM's use the forecast to allocate munitions command wide, thereby making it the single most important report submitted and its accuracy cannot be over-emphasized. Commanders of using organizations must properly forecast for munitions. Even small errors can result in long delays and possible mission impairment. New or increased munitions requirements can take 2 or more years after forecasting before items are available. (Ref: AFCAT 21-209 V1, *Ground Munitions*)

5.2. Munitions Funding. Munitions funds are appropriated at congressional level based on each service's combined forecast. If funding does not meet the overall requirements, then HQ USAF must determine where the cuts are made, and by what percentage. They must also determine the total allocation for each MAJCOM based on the MAJCOM's mission. The overall percentage cut may be 20%, but some MAJCOM's may receive 100% of their forecast and some only 60%.

5.3. Time Change Forecasts. Forecasts for time change requirements are submitted, as outlined in AFI 21-201 and T.O. 00-20-9-1, *Forecasting Replacement Requirements for Cartridge/Propellant Actuated Devices (CAD/PAD) FSG 13 and Material Management Coded "ES" Items*. Submit copies of the annual time change forecast, or Computer Automated Maintenance System (CAMS) generated report, to AFV NLT 1 August for the following calendar year. The forecast will be used for requisition and establishment of stock levels and to ensure organizations do not exceed the total forecast. 75 FS/OSTW and the 74 FS/OSTW are responsible for coordinating and forecasting through 23 OSS/OSO for all 23d Fighter Group time change requirements. 43d Airlift Wing time change requirements are coordinated and forecasted by the 41st ALS/MAOS and the 2d ALS/MAO2.

5.3.1. Time Change issue requests (AF Form 2005) must be submitted to the MASO NLT 45 and 60 days before the next calendar year quarter (see [Table 1.](#)). Late requests require a letter with reason for late submission and signature of the requester's commander. Refer to Chapter 6 for specific issue guidelines.

5.3.2. The MASO submits quarterly consolidated requisitions to OO-ALC/WM, Hill AFB, UT.

Table 1. Time Change Requisitioning Schedule.

ASSETS REQUIRED IN MONTHS	SUBMIT ISSUE REQUESTS TO AFV
1 Jan through 31 Mar	NLT 1 Oct
1 Apr through 30 Jun	NLT 1 Jan
1 Jul through 30 Sep	NLT 1 Apr
1 Oct through 31 Dec	NLT 1 Jul

5.3.3. Although T.O. 00-20-9-1 and AFI 21-201 allow stocking of one each type of item per type aircraft supported, this may not satisfy the requirements for emergencies. Forecasts for inadvertent firing or breakage are not submitted. If a level must be established for inadvertent firing or breakage to satisfy emergency requests, this will be accomplished by filling out an AF Form 1996, and approved by the FG/CC, MASO, HQ ACC and ACP Hill AFB.

5.3.4. Emergency Issue requests are completed IAW provisions outlined in paragraph [6.4.1.](#) of this instruction.

5.4. Non-Nuclear Munitions Forecast. Munitions forecasts are prepared and submitted annually IAW the particular Major Command instructions. Due to the different requirements from each command, all munitions customers will contact AFV with any questions pertaining to the forecast. ACC units will receive a package giving detailed instructions on forecasting your requirements. Using organizations should maintain their previous year's submission as a baseline. Submission of the current year forecast would then be a matter of changes only. Users should begin working forecast requirements in August, and be prepared to submit changes as soon as instructions are received.

5.4.1. When a Complete Round Code (CRC) exists for an asset; it must be used for forecasting. This applies to aircrew, and load crew munitions. Custodians may research CRCs by requesting the Complete Round Dictionary from AFV.

5.4.2. Assets forecasted by national stock number (NSN) must use the master subsidiary relationship code (MSRC), master national stock number (MNSN). Custodians may research MNSNs at AFV using the reportable item master file (RIMF).

5.4.3. Custodians must ensure their assets are forecasted by their five-position customer code (i.e., 123AB). Assets not forecasted properly on the allocation document, may lead to delays in receiving assets. Close coordination between custodians and their functional managers are necessary to avoid forecasting pitfalls.

5.4.4. Approved levels are sent to AFV by HQ ACC, and disseminated to each custody account. Custodians must ensure they never exceed the approved quantities.

5.4.5. Munitions on-hand for one fiscal year (FY) are not carried over into the next FY. **EXAMPLE:** If 400 rounds of 9MM are on-hand at the end of FY00, and FY01 allocations are approved and loaded for 350 rounds, the account will not be issued another 350 rounds. The 400 rounds are used to satisfy the FY01 allocation. In this example, the account would be excess 50 rounds. The 50 rounds are not authorized to be expended or maintained on-hand and must be turned-in at the discretion of the MASO.

5.4.6. Custodians are responsible for determining excess munitions once they are notified of the new fiscal year allocations. Excesses must be determined and assets scheduled for turn-in at the discretion of the MASO. Once determined excess munitions must be turned in within 30 days of notification. Excess munitions are determined using the following formula:

5.4.6.1. FY Allocation- (current on-hand quantity + current FY expenditures) = Remaining quantity to Issue.

5.4.6.2. When the Remaining quantity to issue is a negative number, that is the excess quantity that must be turned in.

5.4.7. Munitions accounts will be frozen and commanders notified when excesses are not turned in within the specified time.

5.5. Supplemental Requests/Out Of Cycle Requests (OOCR). In the event that the approved level isn't sufficient to meet the organization's needs, or the unit doesn't receive an allocation for an item, the custodian must contact AFV immediately. AFV will determine if an out-of-cycle request or a AF Form 1996 is required. Organizations may retain munitions currently on hand in excess of non-expendable allocations with MASO approval. An OOCR will be required to maintain the assets, however, there are certain guidelines, which must be met prior to submitting an OOCR. Contact AFV immediately to obtain guidance.

5.5.1. Quantities on-hand, in excess of expendable allocations will be immediately scheduled for turn-in to Munitions Inspection. Allocation deviations must be approved prior to requesting munitions assets..

5.6. Major Category Codes (CAT codes). Conventional munitions category requirements are based on the type of requirement or mission. Major categories that apply to forecasting are as follows:

5.6.1. Major category A - Munitions required to replace worn out or damaged assets.

5.6.1.1. Unserviceable line returns, i.e., 30mm unserviceable because of upload, download, and re-link.

5.6.1.2. Security Police daily issue replacement.

5.6.1.3. Inert training items to support assets worn out because of load standardization crew (LSC) training, etc.

5.6.2. Major Category B – Non-nuclear consumables and war reserve munitions not computed by HQ USAF. Base defense and mobility munitions and explosives deployed from a home base for mobility, unit relocation, or augmentation. Forecast requirements for the single worst Operations Plan (OPLAN) supported.

5.6.3. Major Category C - Peacetime Static Levels (non-War Reserve Material (WRM) non-Consumable). This category includes items required on-hand, but not expected to be consumed.

5.6.3.1. Internal security/protection, office of special investigation (OSI) command post, aircrew self defense. Aircraft Defensive systems, i.e. Chaff/Flare.

5.6.3.2. Inert training munitions not normally consumed during use, unit committed munitions list (UCML).

5.6.4. Major Category D - Peacetime Consumable Munitions. Includes all munitions items anticipated for consumption.

5.6.4.1. Exercises as outlined in AFI 36-2217, *Munitions Requirements for Aircrew Training*, or otherwise.

5.6.4.2. Aircrew training associated directly with aircraft and authorized by AFI 36-2217.

5.6.4.3. Higher headquarters inspections.

5.6.4.4. Firepower demonstrations, base level or higher headquarters directed.

5.6.4.5. Operational tests and demonstration.

5.6.4.6. Special projects.

5.6.4.7. Explosive Ordnance Disposal (EOD) training authorized in AFCAT 21-209.

5.6.4.8. Close air support. Usually in support of non-USAF activities. The USAF participating activities normally have limited roles and participate to better simulate a combat environment.

5.6.4.9. Load crew and munitions buildup training requirements.

5.6.4.10. Small arms training involving less than .50 caliber ammunition and/or required in AFCAT 21-209. Includes heavy weapons training munitions and security police field training exercises not forecasted.

5.6.4.11. Life support. Land/air/sea rescue, humanitarian mission operational requirements.

5.6.4.12. Weapons or aircraft functional system requirements use.

5.6.4.13. EOD daily operational use requirements, non-training and non-exercise.

5.6.5. Major Category E - Munitions for Projects. (Refer to AFI 21-204, *Nuclear Weapons Procedures*)

5.6.6. Major Category F - Non-NCAA (WRM) Levels not Computed by HQ USAF. Applies to aircraft related munitions and explosives required to support OPLAN/Operation Order (OPORD) and contingencies.

5.6.6.1. Support the single worst case OPLAN/OPORD. Do not base this requirement on the total for all contingency OPLAN/ OPORDs supported.

5.6.6.2. Includes chaff, flares, squibs, impulse cartridges, etc., needed to deploy the fleet or maintain alert capability, not forecasted as a static or training level.

5.6.7. Major Category G - WRM Levels Computed by HQ USAF using the Non-Nuclear Consumable Annual Analysis (NCAA) process.

5.6.8. Major Category S – Special Level applies to non-MSRC coded assets, these are not forecasted. Time Change assets will be loaded using this CAT code.

5.7. Shelf/Service life. Certain munitions items have limitations to the amount of time they can remain in an operating configuration or in actual usage, i.e., service life, and/or the length of time an item may remain in storage under prescribed packaging and storage conditions, i.e., shelf life. Munitions Inspection will monitor all munitions assigned to FV4488 with regards to service/shelf life. Custodians will be notified through AFV.

6. Munitions Issue Procedures.

6.1. Telephone, intercom, and radio requests are not authorized for ordering FV managed items. Submit requests on an AF Form 2005, **Issue/Turn-In Request**, properly certified, and prepared in three copies IAW attachments. (Type or legibly print AF Form 2005 in blue/black ballpoint ink). All improperly prepared documents will be returned to the requester. All requests are reviewed by the MASO/designated representative and approved prior to processing by AFV personnel. Requester must know the total quantity authorized and previously expended to ensure that total authorizations are not exceeded. All organizations will, to the maximum extent possible, request 100% of their allocation at the beginning of each fiscal year.

6.2. Submit issue requests to the MASO: 2 weeks, but NLT 10 regular working days prior to the day the munitions requirement is needed. Munitions Inspection section will only perform preissue inspections on Tuesdays, (**Attachment 8**). Units utilizing Ft. Bragg ranges must schedule accordingly. Every March and September, the Munitions Storage Area (MSA) will close to conduct a 100% wall-to-wall inventory, organizations will be notified at least 45 days in advance to schedule issues and or pick-ups.

6.2.1. To alleviate munitions compatibility restrictions in the Munitions Inspection Bay, and effectively manage resources within the MSA, the requester will insure that munitions are picked up the same day it was scheduled for pick-up. Items not receipted within 24 hours will be returned to storage, and the unit commander will be notified. A memorandum endorsed by the unit organi-

zational commander explaining circumstances preventing the assets from being picked-up will be required to unfreeze the account.

6.3. Organizational Refusal Procedures:

6.3.1. The requester will annotate the issue document "Organizational Refusal" and enter the reason for the refusal. Requester will sign document as normal. An organizationally refused document is a complete transaction. The organization must resubmit a new request if the munitions items are still required.

6.3.2. Person refusing the property will prepare an AF Form 2005 turn-in document, and annotate as an "organizational refusal" to release accountability for the property. Document numbers will be cross-referenced for audit purposes.

6.3.3. The munitions property will be returned to stock, and applicable documentation forwarded to the AFV Section.

6.4. Emergency Issue Procedures:

6.4.1. Emergency issues are honored when the responsible Group Commander or equivalent notifies the MASO, in writing, that an emergency requirement exists. Certified AF Form 2005 will accompany the request.

6.4.2. The 23 MXS Munitions Flight will allow a full 24 hours advance notice for an "Emergency Issue" for ease of scheduling and inspection of assets. The custodian will come prepared to receive the assets immediately upon issue processing at AFV.

6.4.3. In the event the issue request becomes invalid, after "Emergency" processing actions have begun, the custodian will annotate the reason the request is no longer valid on the reverse of the issue document in order to organizational turn-in the item to stock.

6.5. Recipients of property are authorized on AF Form 68. Individuals receiving property should check stock number, lot number, condition code, and quantity before signing for property. If both document and property are in agreement, recipient will sign DD Form 1348-1A, **Issue Release/Receipt Document**. (Signatures must be legible).

6.6. For Custody Account items, the requesting organization retains copy 2.

6.7. Munitions are not delivered by 23 MXS Munitions Flight. Requesting activities will pick up munitions at 23 MXS Munitions Inspection Element, Vass Road MSA. Turn-ins are also made at this location.

6.8. Transportation Requirements: Customers handling or transporting explosives will comply with the guidelines in 49 CFR, *Code of Federal Regulations Transportation* and AFMAN 91-201, *Explosive Safety Standards*.

7. Munitions Expenditure Procedures:

7.1. Custodians and commanders must ensure that munitions expenditures are only for the purpose and quantity authorized. The supply point custodian and the certifying individual are required to verify amounts recorded on the AF Form 2005. The authority for processing the expenditure document is the certified AF Form 2005. This is an auditable document and must be accurate. Do not use a certificate of expenditure to make up shortages or adjust records. This action constitutes falsification of offi-

cial records and is punishable under the Uniform Code of Military Justice (UCMJ). For each expenditure or installation, the using activity prepares the expenditure document and forwards to MASO within five duty days, ([Attachment 9](#)).

7.2. Accounts 122LM, 230MS, 739MM, 739MS and 763MM will submit expenditure documents weekly to AFV NLT noon Friday of every week. The expenditures will cover the previous weeks (Monday-Sunday) expenditures.

7.3. All custodians will maintain an informal serial number log in the custody account folder to control expenditure document numbers. Log contains a list of sequential serial numbers beginning with 0001 and continuing through 9999. Serial numbers will restart at 0001 at the beginning of each Fiscal Year. Custodians will assign a serial number in block F. of AF Form 2005. AF Form 2005 submitted to the MASO must be in serial number sequence. Documents out of sequence are returned to the custodian for correction. (See [Attachment 11](#))

8. Munitions Turn-In Procedures:

8.1. All turn-in requests are coordinated with the Munitions Inspection Section (MXS) and will be accepted by appointment only. Using organizations must notify 23 MXS Munitions Inspection Element at least one week in advance (NLT COB each Thursday) for desired turn-in of munitions items. Turn-ins will only be processed on Thursdays.

8.2. After the weekly munitions scheduling meeting, organizations are notified by Munitions Inspection of the date and time to accomplish turn-ins.

8.3. The using organization will transport munitions, in original packaging, to the 23 MXS, Vass Road MSA.

8.4. Ammunition or explosive items found on base (FOB) and deemed safe by proper authority, (e.g. EOD or a qualified munitions inspector), are immediately turned-in to the MASO following proper turn-in procedures. FOB turn-ins are those assets that are found:

8.4.1. Outside the central storage area or an approved storage area.

8.4.2. Not issued to the custodial control of a supply point or consumption issue custodian.

8.4.3. Removed from or left by transient aircraft.

8.5. Categories and requirements for turn-ins are:

8.5.1. Using activity prepares AF Form 2005 and ensures that it accompanies property at time of delivery to MSA.

8.5.1.1. DIFM turn-in – [Attachment 10](#).

8.5.1.2. Expenditure turn-in - [Attachment 11](#).

8.5.1.3. Custody turn-in – [Attachment 12](#).

8.5.2. Using activity prepares AF Form 2005 in three copies in accordance with appropriate attachments. Turn-ins must be typed or legibly written in blue/black ink. Prior to delivering assets to munitions inspection, AFV will verify documents are completed correctly and initial in block "F". The munitions inspection section will not accept any turn-in requests missing AFV personnel initials.

8.5.3. Using organization must return munitions items in the original containers the items were received in. Requirements are outlined as follows:

8.5.3.1. Turn-in expended items separately from serviceable/live munitions.

8.5.3.2. Segregate and identify all munitions by lot number, if known.

8.5.3.3. Pack serviceable and unserviceable items in separate containers.

8.5.3.4. Place items in container so they do not rattle when shaken.

8.6. The 23 MXS Munitions Inspection section verifies type and quantity of munitions turned-in. A qualified munitions inspector determines actual serviceability or unserviceability.

8.7. Ammunition/Explosive items found on base or removed from transient aircraft are immediately turned-in to the 23 MXS Munitions Inspection Section.

8.8. The munitions in-checker performs a physical count of all munitions and contents of containers, except those, which are factory sealed and still intact. If physical count and quantity entered on the AF Form 2005 by the using activity differs, the in-checker coordinates with the responsible individual, resolves discrepancies, corrects AF Form 2005, prints full name, signs or stamps and dates Block "A" of the AF Form 2005. The second copy is given to the organization to prove relief of accountability.

9. Courtesy Storage Procedures: Courtesy storage is available to organizations having munitions/explosive assets, when such storage is considered in the best interest of the organization and Air Force. When this situation exists, the responsibility remains with the owning organization. Courtesy storage space for all or part of the custody issued munitions listed on the IS507A is on a space available basis only.

NOTE: Sufficient storage may not be available to store an organization's total yearly allocation.

9.1. The commander of the organization requiring courtesy storage will submit in writing (five copies) their request for storage assistance to the 23 MXS Munitions Flight (23 MXS/MXMW) (See [Attachment 6](#) for specifics). New agreement letters are accomplished NLT 15 Dec of each year or when mission capabilities require increased courtesy storage.

9.1.1. Courtesy storage requests are submitted and approved prior to ordering any new items from AFV.

9.1.2. The organization will retain accountability/ responsibility for any item(s) placed in courtesy storage.

9.1.3. Organization will identify personnel by name that requires access to the stored assets.

9.2. The 23 MXS Munitions Flight Chief endorses the request with comments as applicable, and distributes copies as follows:

9.2.1. One copy to Munitions Flight.

9.2.2. One copy to Munitions Storage Section.

9.2.3. One copy to FV.

9.3. Two copies to the requester. (One copy to the Commander and one for the custodian jacket file).

9.4. Prior to placing property into courtesy storage by the account custodian, a courtesy storage letter must be signed (See [Attachment 6](#)). The 23 MXS Munitions Inspection Section performs inspection according to specific item T.O. before acceptance for courtesy storage. Owning organizations are responsible for correcting any deficiencies before items are accepted for courtesy storage. Mark and pack items according to specific item T.O. and AFMAN 91-201 requirements.

NOTE: For any assistance regarding markings, packing, etc. contact Munitions Inspection or Storage.

10. Munitions Suspended/Restricted from Issue/Use:

10.1. Suspended munitions are munitions that are withdrawn either temporarily or permanently from issue and use because they are either known to be, or suspected of being, unsafe or otherwise defective. Restricted munitions are munitions that are not expected to perform satisfactorily under all conditions, but may perform safely within certain, prescribed limitations.

10.2. Munitions Inspection Section will notify the MASO and AFV of T.O. 11A-1-1, *Conventional Ammunition, Restricted or Suspended*, interim safety supplements that affect the base stock or custody munitions assets.

10.3. The MASO/AFV will provide oral and written notification (See [Attachment 7](#)) of suspended or restricted munitions to all current/former users. Upon notification that issued munitions are suspended or restricted, the munitions(s) user will conduct a thorough search of all assets placing emphasis on munitions installed in aircraft, (i.e., life vests/rafts and time change). Written replies to Munitions Accountable Systems Section are required and signed by organizational commanders.

10.4. AFV will issue replacement assets, if available, when suspended/restricted assets are discovered.

11. Accountability and Disposition of Munitions: Disposal Procedures: Guidance for reporting excess serviceable, unserviceable, suspended, obsolete, and dangerous munitions, components, and related items is contained in AFI 21-201.

11.1. All fired brass, aluminum, and steel cartridges (other than CAD/PAD casings) generated from the expenditure of ammunition is managed, controlled, and turned in by the generating activity to Munitions Inspection Section. The following procedures apply:

11.1.1. The generating activity will pack all scrap in separate containers for each caliber and deliver to Munitions Inspection Section, Vass Rd MSA.

11.1.2. Inspection will accomplish all inspections and certifications required by T.O. 11A-1-60, *General Inspection of Reusable Munitions Containers and Scrap Material Generated from Items Exposed to or Containing Explosives*.

12. After Hours Support.

12.1. AFV and the Munitions Flight maintain a 24-hour response capability for responding to emergency customer requests required for mission support. A schedule of on-call personnel is provided to the 23d Maintenance Squadron Superintendent (Thunder Three).

12.2. Units requiring after hours support will identify emergency requirements at extension 394-5604 or 5830, (Thunder Three). Provide all available information about the requirement so that they can

determine the number of personnel and appropriate support functions to recall (i.e. AFV, Storage, Inspection, and Line Delivery, etc.).

12.3. Standby personnel will ensure manning requirements meet emergency mission requirements. Emergency issue of munitions is IAW paragraph 6.4. and released only to authorized individuals IAW chapter 4 of this regulation.

13. Procedures to Deploy Munitions: When you are notified you are going to deploy for longer than 30 days, you must notify AFV within 24 hrs. They will process turn-in and shipment paperwork to hand-carry with you to the deployment location for turn in to the MASO at the deployed location. If there is not a MASO, accountability will rest with the deployed custodian. Munitions must not be left at the deployed location without proper approval and release of accountability from the losing MASO.

13.1. To deploy with Category “B” mobility munitions, an Air Tasking Order must be shown to the MASO or Munitions Flight Chief prior to the release of munitions.

14. Deviations and Interpretations of Procedures: Deviations to procedures outlined in this regulation are not authorized, and would result in delayed or denied munitions support. The final authority in interpreting, any part or parts of this regulation rest solely with the MASO.

FRANK J. KISNER, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

49 CFR, *Code of Federal Regulations Transportation*
DODD 5200.1, *Information Security Program*
AFPD 24-2, *Preparation and Movement of Air Force Materiel*
AFCAT 21-209, *Ground Munitions*
AFI 10-403, *Deployment Planning and Execution*
AFI 21-101, *Aerospace Equipment Maintenance Management*
AFI 21-201, *Management and Maintenance of Non-Nuclear Munitions*
AFI 21-204, *Nuclear Weapons Procedures*
AFI 23-111, *Management of Government Property in Possession of the Air Force*
AFI 24-201, *Cargo Movement*
AFI 31-401, *Information Security Program Management*
AFI 33-332, *Air Force Privacy Act Program*
AFI 36-2217, *Munitions Requirements for Aircrew Training*
AFI 91-204, *Safety Investigations and Reports*
AFMAN 91-201, *Explosives Safety Standards*
ACCI 21-101, *Maintenance Management of Aircraft*
T.O. 00-20-09-1, *Forecasting Replacement Requirements for Cartridge/Propellant Actuated Devices (CAD/PAD) FSG 13 and Material Management Coded "ES" Items*
T.O. 11A-1-1, *Conventional Ammunition, Restricted or Suspended*
T.O. 11A-1-46, *Fire Fighting Guidance, Transportation and Storage Management Data*
T.O. 11A-1-60, *General Inspection of Reusable Munitions Containers and Scrap Material Generated from Items Exposed to or Containing Explosives*

Abbreviations and Acronyms

ACC—Air Combat Command
AFV—Munitions Operations
CAD/PAD—Cartridge/Propellant Actuated Devices
CAMS—Computer Automated Maintenance System
CAS-B—Combat Ammunition Systems Base
CAT—Category

COTS—Commercial off the Shelf

CRC—Complete Round Code

DIFM—Due in from Maintenance

EOD—Explosive Ordinance Disposal

FOB—Found On Base

FV—Munitions Accountable Systems Section

FY—Fiscal Year

IAW—In Accordance With

LSC—Load Standardization Crew

MAJCOM—Major Command

MASO—Munitions Accountable Systems Officer

MNSN—Master National Stock Number

MSA—Munitions Storage Area

MSI—Munitions Expenditure Request

MSRC—Master Subsidiary Relationship Code

NCAA—Non-Nuclear Consumable Annual Analysis

NCO—Non Commissioned Officer

NLT—No Later Than

NSN—National Stock Number

OOCR—Out of Cycle Requests

OPLAN—Operations Plan

OPORD—Operation Order

OSI—Office of Special Investigations

PI—Periodic Inspection

QUP—Quantity Unit Pack

RIMF—Reportable Item Master File

RMI—Return Munitions Inspection

ROS—Report of Survey

T.O.—Technical Order

UCMJ—Uniform Code of Military Justice

WRM—War Reserve Material

Terms

Accountability—The obligation imposed by law, lawful order, or regulation for keeping accurate, auditable records of property. The person having this obligation may or may not have actual possession of the property. Accountability is concerned primarily with records, while responsibility is concerned primarily with custody, care, and safekeeping. Accountability for munitions begins with issue and continues until expended or authorized relief from property responsibility is submitted.

AFV—Supply designator assigned by the Air Force indicating a Munitions Accountable Systems Section Function.

Allocation—The quantity of munitions approved by MAJCOM and Air Staff for use by the forecasting organization. This allocation quantity is a fiscal year requirement and may be more or less than the forecasted quantity.

Audit Trail—A clear and distinct documented chain of events that shows all actions affecting accountability from time of issue to expenditure or turn-in. The loss of documentation, misuse of munitions, and/or submission of erroneous expenditures, result in a break in the audit trail.

Commander—All references to commander indicate the organization commander. Squadron Section Commanders do not have authority as specified herein.

NOTE: G-series orders or Delegation of Authority letters will suffice when a commander is out of the area, i.e. temporary deployments, leaves, and geographically separated units.

Munitions Material Section (MMS)—The MMS consists of munitions storage, munitions inspection, and munitions accountability (Operations), functions. The MMS is responsible for the maintenance, storage, inspection, and accountability of all munitions in base stock.

Courtesy Storage—Ammunition or explosives belonging to an organization under a written agreement with the munitions flight chief, and stored by the munitions flight in the munitions storage area (MSA). Such storage is in the best interest of the organization and the Air Force. The owning organization remains accountable and responsible for these assets.

Custodian—The individual designated by the using organizational commander to manage the munitions for the organization. The custodian is responsible for proper accounting in accordance with this regulation and other applicable directives.

Munitions Issue—Two types: custody and consumption. Custody is an issue of munitions to a using organization (custody account) requiring retention by the organization for a period greater than 15 days, or whenever, in the opinion of the MASO, or higher authority, custody control is in the best interest of the organization and Air Force. Munitions issued to a supply point remain on AFV accountable records until the MASO is notified in writing of loss, expenditure, or installation. Consumption is an issue of munitions that is consumed or installed within 15 days (i.e., Due In From Maintenance (DIFM), Time Change, Shop Stock, and R&D).

Defense Reutilization and Marketing Office (DRMO)—Organization used for disposal of expended non-explosive/hazardous munitions approved for disposal by the MASO or higher authority.

Emergency Issue—An unforeseen requirement preventing a unit from performing its mission when the munitions item is to be installed/ consumed within 12 hours of issue. Poor planning does not constitute an emergency.

Frozen/Suspended Account—Accounts are suspended/frozen whenever the MASO determines that required documentation is not on file and the account is not/has not been properly maintained. The primary criterion is failure to comply with regulations or breach of accountability.

Lot Number—Refers to the batch, lot, or group of munitions produced at one time by a manufacturer. The composition of munitions differs from one manufacturer to another and quality may change in production.

Munitions Accountable Systems Officer (MASO)—The individual responsible for assuring complete accountability for all munitions assigned.

Non-explosive Munitions—Applies to all types of non-nuclear munitions items and components that are either inert loaded or non-explosive in nature.

Non-nuclear Consumable Annual Analysis (NCAA)—The official US Air Force document that is the basis for air munitions WRM planning and programming for five consecutive fiscal years. Documents the assumption and methodologies used in computing conventional air munitions requirements. Identifies by MAJCOM totals, the near-term primary munitions requirements and out year planning levels. Published by HQ USAF/XOOTM and distributed to MAJCOMs and other designated agencies.

Pecuniary Liability—Incurred through command, supervisory, custodial, or personal responsibility for loss, damage, or destruction of property resulting from willful misconduct, deliberate unauthorized use, or negligence as prescribed in AFI 21-202. Persons having command, supervisory, or custodial responsibility shares pecuniary liability in an appropriate case.

Suspended/Restricted Munitions—The MASO or designated representative will notify in writing all affected custody accounts that may have suspended/restricted munitions items on account and direct turn-in of affected munitions as specified in T.O. 11A-1-1 and all safety supplements related to this T.O.

Time Compliance Technical Order (TCTO)—An authorized directive issued to provide activities instructions for accomplishing one-time changes, modifications, inspections of munitions, or installation of new assets.

Vass Road MSA—Pope AFB, 23 MXS Munitions Storage Area, located approximately 5 miles from Pope main base.

Attachment 2

AF FORM 68, FRONT

EXAMPLE

[illegible]

[illegible]

Attachment 3

COMMANDERS MUNITIONS ACCOUNT RESPONSIBILITY BRIEFING

A3.1. General: This briefing outlines unit commander's responsibilities IAW AFI 21-201. Unit commanders assume full responsibility for all ammunition and explosives (munitions) received by their organization. This responsibility includes maintaining accountability, providing adequate storage, security and custodian control until the assets are properly returned to the 23rd MXS Munitions Flight or are expended for an authorized training or operational use. Commanders must ensure they appoint only qualified, conscience individuals who are familiar with the unit's mission and requirements.

A3.1.1. A munitions account will be established prior to obtaining munitions. This includes munitions required to be maintained on hand by the unit to support training, operational use, mobility, or any other tasking. This also includes munitions issued on DIFM details for time change.

A3.1.2. Custody accounts will be established for munitions that are required to be on hand at all times to support training, operational use, or mobility requirements. To keep the number of custody accounts to a minimum, munitions required to support different taskings will be managed on the same account whenever possible, however, the assets will be segregated and clearly marked for their intended use.

A3.1.3. Consumption accounts will be established for units that require munitions for a limited time such as assets for egress system time changes, installation in survival vests and other limited purposes. Consumption accounts do not have a primary custodian. Each custodian who signs for assets is responsible for that asset until it is installed or returned to Munitions Inspection for turn-in. In addition, they are responsible for the asset they remove (asset being replaced) and must ensure that asset is also returned to Munitions Inspection. Normally, assets issued "consumption" will be issued with a DIFM detail to ensure the asset it replaces gets turned in.

A3.1.4. Munitions will not be released to individuals outside their unit unless authorized in writing by the MASO.

A3.1.5. Ensure munitions are only used and/or expended for the purpose they were allocated for. Munitions allocated and issued for a specific plan, event, or exercise that is/was cancelled must be turned in to Munitions Inspection.

A3.2. AF Form 68, Munitions Authorization Record.

A3.2.1. Appoint munitions custodian (via the AF Form 68, part III) to manage munitions accounts on their behalf, and certifiers (via the AF Form 68, part II) to certify expenditures and validate munitions requirements prior to issue. **NOTE:** Only individuals assigned to the unit may be appointed as custodians and certifiers.

A3.2.1.1. Appoint one primary and a minimum of one alternate custodian (part III), and a minimum of one certifier. Primary custodians should have at least 12 months retainability, and alternate custodians and certifiers should have at least six months retainability.

A3.2.1.2. Appoint a new primary custodian at least 45 days prior to releasing the old primary custodian from duty. The departing custodian must conduct and fully reconcile a change of custodian inventory with the gaining custodian prior to being released from duty.

A3.2.1.2.1. If the custodian leaves without properly transferring the account the unit commander assumes primary custodial responsibilities for the account.

A3.2.1.3. Only those individuals listed in part III of the AF Form 68 will be authorized to receipt for munitions.

A3.2.2. Sign the AF Form 68 and forward it to the MASO. Commanders may delegate another officer in writing to sign documents in his absence. In lieu of a delegation letter, the acting commander on "G" series orders may sign on their behalf. **NOTE:** Delegation of authority does not release the commander from pecuniary liability.

A3.2.3. Ensure unit out-processing checklists require munitions custodians and certifiers to process through 23 MXS AFV 45 days prior to PCSing or deploying for extended TDY's that is 45 days or longer.

A3.3. Safety, Security and Storage.

A3.3.1. Establish an explosive safety program for all unit personnel who issue, store, or transport munitions. Individuals appointed as custodians must have explosive safety training prior to appointment. Contact Weapons Safety for assistance in establishing an explosive safety program.

A3.3.2. Contact the Weapons Safety office to acquire an explosive safety license, if required, to store munitions outside the MSA prior to approving issue requests.

A3.3.3. Proper storage must be obtained for all munitions issued to the unit. Initiate a formal courtesy storage agreement with the Munitions Storage element when courtesy storage is required in the MSA.

A3.3.4. Units will transport all munitions issued to unit accounts. The 23rd MXS Munitions Flight will not provide transportation for custody issued munitions.

A3.3.5. When notified of suspended and/or restricted munitions, take immediate action to remove these assets from use, and direct immediate turn-in of these assets.

A3.3.5.1. Direct munitions custodians to immediately check munitions installed in aircraft, life support vests, and in-use.

A3.3.6. Ensure custodians are familiar with and follow the guidance:

A3.3.6.1. AFMAN 91-201, *Explosive Safety Standards*

A3.3.6.2. AFI 23-111, *Management of Government Property in Possession of the Air Force*

A3.3.6.3. AFPD 24-2, *Preparation and Movement of US Air Force Property*

A3.3.6.4. AFI 21-201, *Management and Maintenance of Non-Nuclear Munitions*

A3.3.6.5. DODD 5200.1, *Information Security Program*

A3.3.6.6. AFI 31-401, *Information Security Program Management*

A3.3.7. Provide proper security for all munitions issued to the unit. This includes inert and non-explosive assets.

A3.3.8. Ensure munitions are maintained in their original shipping container unless prior approval is granted by Munitions Inspection to repack munitions for operational use or mobility.

A3.3.9. Instruct custodians to expend munitions based on the oldest lot number first.

A3.4. Munitions Accountability.

A3.4.1. Review and validate OOCRs for munitions required by the unit, but not allocated for the current fiscal year. OOCRs must be reviewed and signed by the group commander or equivalent.

A3.4.1.1. OOCRs must be submitted in the format provided by HQ ACC. Any changes to the format will result in a denial of the requested increase.

A3.4.2. Approved fiscal year munitions allocations are not exceeded and are used only for their intended purpose.

A3.4.3. Custodians must submit issue request(s) by quantity unit package (QUP) (if possible), and NLT 10 duty days prior to monday of the week required. Issue request that do not meet the 10 day cut-off will either be rescheduled or an emergency issue request letter will be required signed by a group commander or equivalent.

A3.4.4. Ensure completion of quarterly and annual custody account inventories. Sign the IS507A listing to validate the munitions are still required and that the inventory was completed.

A3.4.5. Direct custodians to take immediate action to correct any account discrepancies. If a Report of Survey (ROS) is required, ensure the ROS is initiated in a timely manner.

A3.4.6. Immediately notify the MASO and applicable authority (Security Police, OSI) when there is a suspected theft, loss, or unauthorized destruction (other than fair wear and tear, authorized expenditure and/or installation) of munitions assets maintained by the unit.

A3.4.6.1. Initiate a ROS for the loss, theft, or unauthorized use of ammunition and explosives resulting from negligence, willful misconduct, or deliberate unauthorized use of the unit's munitions.

A3.4.7. Notify the MASO of any assets found or turned-in by visiting units. Munitions found or turned-in by other units WILL NOT be used or expended. These assets will be clearly marked, separated, and turned in to Munitions Inspection at the earliest opportunity.

A3.4.8. Direct the custodian to submit expenditure documents to 23rd MXS AFV on an AF Form 2005 NLT 5 calendar days after expenditure occurs.

A3.4.9. Direct munitions custodians (custody account only) to maintain a custody account jacket file.

A3.5. Unit Deployments.

A3.5.1. Commanders must ensure AFV is notified prior to deploying unit munitions. Munitions deploying to a bare-base where no munitions accounts exists will be maintained on custody account. Munitions deployed to another base where a munitions account exists will be turned in and shipped to the gaining munitions account. AFV is required to ship assets to the gaining MASO if the deployment will last longer than 30 days.

A3.5.1.1. Munitions being deployed to a "bare-base" will be maintained on the units custody account.

A3.5.2. Direct primary custodian to contact AFV as soon as the unit is notified of a possible deployment requiring munitions.

A3.5.3. Appoint at least two couriers who are non-commissioned officers (NCOs). If no NCO is deploying then the two highest ranking airmen deploying will be appointed as couriers. **NOTE:** Cou-

riers will be liable for the munitions they sign for and must ensure they maintain accountability at all times until accountability is properly transferred.

A3.5.3.1. Direct the primary custodian to provide AFV with a listing of all deploying munitions and direct the custodian to prepare and submit turn-in documents to AFV for all deploying munitions.

A3.5.3.2. Direct the primary custodian to return all returning deployed munitions to the MSA for storage and turn-in. Returning munitions DO NOT belong to the unit and will be returned to the MASO's custody.

A3.6. Freezing Accounts: If a munitions account is not being managed or maintained IAW AFI 21-201, written notification will be sent to the unit commander stating the discrepancy and notifying the commander the account will be frozen in 15 days if the discrepancy is not corrected. If the discrepancy is not corrected after 15 days the MASO will freeze the account. Once the account is frozen the custodian will cease all expenditures of the unit's ammunition and explosives, and access to munitions stored in the MSA will be denied. If the discrepancy is not resolved within the 15 days the 23rd Squadron Commander will be notified that the account is being closed and all assets must be turned in. The account will not be unfrozen until all discrepancies are corrected.

A3.7. Unit Commanders Acknowledgement: I have been briefed on my responsibilities and I understand my responsibilities for munitions accounts under my command.

Organization: _____	Supply Point: _____	Date: _____
Commander's signature		(MASO/Designated Representative)

Attachment 4**MUNITIONS ACCOUNT CERTIFIERS BRIEFING**

A4.1. General: Certifiers are appointed by unit commanders to act in their behalf to certify expenditure documents and validate issue requests. They play an important role by ensuring that only those munitions assets actually needed to support unit requirements are maintained on hand. Certifiers validate that assets issued by their organization are expended for their intended purpose. To properly validate expenditures and certify issue request, certifiers must become familiar with the workings of the custody accounts they are certifiers for.

A4.1.1. Immediately notify the unit commander and the MASO of any suspected loss, theft, or unauthorized expenditure of assets maintained by the unit.

A4.1.2. Ensure custodians are maintaining a custody account jacket file.

A4.1.3. Ensure munitions are being properly transported and stored.

A4.2. Munitions Authorization Requests (AF Form 68).

A4.2.1. Certifiers are appointed by the unit commander in part II of the AF Form 68.

A4.2.2. Certifiers must be an NCO as a minimum and cannot be appointed as a custodian in part III.

A4.2.3. Notify the AFV element when you need to be removed (such as PCS or PCA) from the AF Form 68 by telephone or e-mail.

A4.2.4. Notify the AFV element prior to changing primary custodians and/or unit commander.

A4.3. Issue Requests (AF Form 2005).

A4.3.1. Validate issue requests by printing full name, date and sign block "A" of the AF Form 2005. This signature "certifies" the quantity requested is actually required and does not exceed the annual fiscal year allocation.

A4.3.2. Ensure the custodian has properly completed the issue request and the correct statement is entered in block "E" of the AF Form 2005.

A4.3.2.1. The statement should read: Issue Request for Training, Operational use, Test, or Mobility (pick one) IAW the applicable AFI, AFM or T.O. (whichever applies) of the AF Form 2005 to match the actual requirement the issue is supporting. **EXAMPLE:** Issue Request for Training IAW AFI 36-2217.

A4.3.2.2. Incomplete or improperly completed issue requests will be returned for correction/regeneration to the requesting organization.

A4.3.3. Issue must be QUP unless QUP exceeds the annual allocation.

A4.3.4. Quantity changes must be initialed by the certifying official who signed on block A of the AF Form 2005.

A4.3.5. Certifiers for CAD/PAD for egress and life support systems will submit an annual forecast using the AF Form 223, **Time Change Requirements Forecast**. In addition, they will provide an updated forecast 45 - 60 prior to the beginning of each calendar quarter.

A4.3.6. Submit issue requests no later than 10 duty days prior to the Monday of the week required.

A4.3.6.1. Issue requests that arrive after the 10-day cut-off will be rescheduled for the next week. If the issue is needed at a earlier time, an emergency issue request letter signed by the Group commander or equivalent will be required.

A4.4. Expenditure Requests (AF Form 2005).

A4.4.1. Validate expenditure requests by printing full name, date, and signing block “A” of the AF Form 2005. This signature “certifies” the quantity of the munitions listed on the “expenditure” document is accurate and that all assets were used for their intended purpose.

A4.4.1.1. Reconcile expenditure documents against expenditure reports, training records, load crew records and account inventories prior to “certifying” expenditure documents. Ensure the records agree prior to “certifying” expenditure documents.

NOTE: Certifying expenditure documents for ammunition and explosive that were not actually expended or were expended for an unauthorized use violates the Air Force Fraud, Waste and Abuse program and is punishable under the UCMJ.

A4.4.2. Quantities for different lots may be combined on one document as long as they were issued under the same document number.

A4.4.3. Quantity changes must be initialed by the Certifying official who signed in block A of the AF Form 2005.

A4.4.4. Submit expenditure documents **NLT 5** calendar days after the expenditure occurs.

A4.4.5. Ensure custodians are using the oldest lots first and are monitoring shelf/service life.

A4.5. Turn-in Request (AF Form 2005).

A4.5.1. Munitions requiring turn-in must be turned in to Munitions Inspection. Munitions Inspection accepts turn-in on Thursdays by appointment only.

A4.5.2. Ensure assets issued on a DIFM detail are turn-in within 15 calendar days.

A4.6. Certifiers Acknowledgement: I have been briefed on my responsibilities and I understand my responsibilities as a munitions certifier.

_____	_____	_____
Printed Name	Signature	Date
(MASO/Designated Representative)		
_____	_____	_____
Printed Name	Signature	Date
_____	_____	_____
Printed Name	Signature	Date

_____	_____	_____
Printed Name	Signature	Date
_____	_____	_____
Printed Name	Signature	Date
_____	_____	_____
Printed Name	Signature	Date
_____	_____	_____
Printed Name	Signature	Date

Attachment 5

MUNITIONS CUSTODIAN BRIEFING

A5.1. General: Custodians are required to be briefed on account management IAW AFI 21-201. Custodians manage the day-to-day activities of a munitions account for the unit commander. Custodians assume full responsibility for all munitions issued to their account. Primary custodians accept responsibly once an inventory is completed, signed by the unit commander and approved by the MASO. In addition, a new AF Form 68 must be forwarded to the MASO. They also assume responsibility for all assets issued to their account including assets signed for by alternate custodians. Responsibility is released once the assets are properly expended and the proper documentation is forwarded to AFV or they are returned to Munitions Inspection for turn-in. Alternate custodians assist primary custodians in managing custody accounts in the primary's absence. They have the same responsibilities as the primary custodian and must be just as diligent as the primary custodian when acting in their behalf.

A5.1.1. Munitions will not be released to individuals outside their unit unless authorized in writing by the MASO.

A5.1.2. Ensure munitions are only used and/or expended for the purpose they were allocated for. Munitions allocated and issued for a specific plan, event, or exercise that is/was cancelled must be turned in to Munitions Inspection.

A5.2. Annual Forecast & Allocation: Accurate forecasting for munitions requirements is essential to ensure sufficient munitions are available for future years support.

A5.2.1. Prepare and submit an accurate annual 5-year munitions forecasts identifying all known and future munitions requirements. This forecast will cover all training, operational use, mobility, test, and Commercial off the Shelf (COTS) munitions requirements.

A5.2.1.1. Follow the guidance provided annually by AFV. Every effort will be made to submit the annual forecast on time. Late submission could cause your unit to not receive an allocation for the following fiscal year.

A5.2.2. Prepare and submit OOCRs for munitions required by the unit, but not allocated for the current fiscal year. OOCR must be reviewed and signed by the group commander (0-6) or equivalent.

A5.2.2.1. Ensure the OOCR is submitted in the format provided by AFV. Any changes to the format may result in a denial of the requested allocation change.

A5.2.3. Ensure approved fiscal year munitions allocations are not exceeded and are use only for their intended purpose. **NOTE:** use of munitions for other than their intended use could lead to action under the UCMJ.

A5.2.4. Turn in munitions that are no longer allocated. Category B and C munitions may be retained on-hand while an OOCR is pending with the MASO written permission. Category D (training) munitions will not be used without a valid allocation and will be turned in within 30 days.

A5.3. AF Form 68, Munitions Authorization Record: The AF Form 68 is used by the unit commander to delegate duties for munitions certifiers (part II) and custodians (part III).

A5.3.1. Custodians will be appointed on an AF Form 68, part III to manage a munitions account on behalf of the unit commander. Only individuals listed in part III will be allowed access to courtesy stored munitions.

A5.3.1.1. Custodians will not be appointed to act as both custodian and certifier. Certifiers will be appointed separately and listed on the AF Form 68 in part II.

A5.3.1.2. The primary custodian should have a minimum of 12 months retainability, and alternate custodians should have at least 6 months retainability.

A5.3.2. Prepare and submit a new AF Form 68 whenever alternate custodians or certifiers need to be added to the account. Pen and ink additions to the AF Form 68 are not authorized.

A5.3.3. AF Form 68 is required to be re-accomplished annually or within 30 days after a unit commander change of command.

A5.3.4. Notify AFV whenever certifiers and/or alternate custodians need to be removed from the AF Form 68.

A5.3.5. Notify the commander NLT 45 days before PCSing, going on an extended TDY, or transferring to a new duty center to ensure the account is properly transferred. **NOTE:** Applies to custody accounts only.

A5.3.6. Ensure the unit commander signs the AF Form 68. The commander may delegate this responsibility in writing, or another officer may sign for the commander if they are serving as the acting commander on "G" series orders. A copy of the delegation letter or "G" series orders must be submitted along with the new AF Form 68.

A5.4. Issue Requests: Submit a properly completed and signed (by certifier) issue request on AF Form 2005 to AFV NLT 10 duty days prior to the Monday of the week required. Issue request that arrive late will not be available until the following week. **NOTE:** An emergency issue letter signed by the group commander or equivalent will be required to override the COB Monday cut-off.

A5.4.1. Incorrect/incomplete issue requests will be returned to the custodian for correction. **NOTE:** Issue request that arrive on time, but are not correct will be returned and the replacement or corrected issue request must arrive in time to meet the cutoff or the issue will not be honored for the date requested.

A5.4.1.1. The original certifying official will initial all corrections.

A5.4.2. Do not exceed annual allocations. The MASO may authorize mobility issues to exceed the annual allocation to conform to QUP.

A5.4.3. Submit issue requests for QUP unless it exceeds the annual allocation. The MASO may change (reduction only) the quantity requested to QUP if the issue request is not for QUP.

A5.4.4. Pick up (sign for) issue requests on the same day as notified that the issue is ready (normally requested delivery date). If courtesy storage is required, contact Munitions Storage NLT 48-hours prior to requiring escort.

A5.4.5. Issue requests not signed for within 24 hours may be "organizationally refused" and the assets will be returned to stock. A new issue request will be required to re-issue the munitions.

A5.4.5.1. Ensure proper storage and/or transportation is arranged prior to submitting an issue request. The 23rd MXS Munitions Flight will not move custody or consumption issue munitions.

A5.4.6. Ensure the quantity being issued does not exceed the storage license of unit owned storage structures.

A5.4.7. Maintain a copy of the issue document in the custody account jacket file.

A5.4.8. Submit issues for shop stock for only those munitions outlined in AFI 21-201, Chapter 23, paragraph 23.2.1.4. No more than 25% of the annual allocation, round up to QUP, may be issued at one time, not to exceed the annual allocation.

A5.4.9. Emergency Issue Procedures: Submit a letter signed by the group commander or equivalent when an issue is required, but was not submitted in time to meet the 10-day cut-off.

A5.4.9.1. The emergency issue letter must state the reason the issue request was not submitted on time, the mission impact if the issue request is not supported, and a latest date the munitions can be issued to prevent any mission impacts.

A5.4.9.1.1. The emergency issue letter must be received and approved by the MASO before the issue request will be processed.

A5.5. Expenditure Requests: Submit a properly completed and signed (by certifier & custodian) expenditure request on AF Form 2005 to AFV NLT 5 calendar days after expenditure occurs.

A5.5.1. Incorrect/incomplete expenditure requests will be returned to the custodian for correction.

A5.5.1.1. The original certifying official will initial all corrections.

A5.5.1.2. The unit commander may sign in lieu of a certifying official.

A5.5.2. Maintain an Munitions Expenditure Request (MSI) log. The log will re-start at the beginning of each fiscal year and be in MSI number sequence. MSI numbers will not be skipped. The MSI number will be annotated on the expenditure document prior to submitting to AFV for processing.

A5.5.3. Submit expenditure requests for only authorized expenditures. Expenditure WILL NOT be submitted to clear inventory discrepancies.

A5.5.4. Do not submit expenditure requests for operational use or mobility without full justification. Contact AFV for advice.

A5.5.5. Do not expend munitions that are not allocated. Munitions remaining on an account without a valid allocation will be turned-in to Munitions Inspection.

A5.6. Turn-in Request: Submit a properly completed turn-in request on an AF Form 2005 along with the munitions being turned in to Munitions Inspection. Munitions Inspection accepts turn-ins by appointment only. Contact them at 4-5651.

A5.6.1. If munitions requiring turn-in are located in courtesy storage with the MSA the custodian must give Munitions Storage 48-hours notice for escort. The custodian will be responsible for transporting the assets to Munitions Inspection.

A5.6.2. Return munitions in their original container with all applicable packing material.

A5.6.3. Enter the correct document number on the AF Form 2005. It is extremely important that the correct document number is entered, especially for DIFM turn-ins. All turn-in requests (AF Form 2005) will be routed thru AFV for verification and initialed in block "F" prior to the delivery of any assets to inspection.

A5.7. Safety, Security and Storage: Custodians must ensure they adhere to AF safety, security and storage instructions. Custodians are responsible to their commander for the safety and security of the munitions on their accounts.

A5.7.1. Obtain an explosive safety license, if required, to store munitions outside the MSA prior to submitting issue requests.

A5.7.2. Obtain proper storage for all munitions issued to the unit. Initiate a formal courtesy storage agreement with the Munitions Storage element when courtesy storage is required in the MSA. **NOTE:** 48 hours notice is required for escort to courtesy stored munitions.

A5.7.3. Transport munitions IAW AFMAN 91-201. **NOTE:** Munitions will only be transported in the bed of a government vehicle, be properly secured to prevent movement, and two fire extinguishers will be readily available.

A5.7.4. Obtain and provide transportation for munitions issued to your unit. The 23 MXS Munitions Flight will not provide transportation to custodians.

A5.7.5. Immediately take action to identify, separate, remove from service, and turn-in munitions on-hand and/or in use, (including munitions installed on aircraft), when notified of a suspension or restriction involving the munitions. Notification will come from Munitions Inspection and AFV.

A5.7.5.1. Immediate action must be taken to locate munitions installed in aircraft, life support vests, and in-use to prevent its inadvertent use or expenditure.

A5.7.6. Provide proper security for all munitions issued to the unit. This includes inert and non-explosive assets. Accountability will be maintained at all times until an expenditure or turn-in to Munitions Inspection.

A5.7.7. Maintain munitions in their original shipping container (packing) unless prior approval is granted by Munitions Inspection to repack munitions in different configurations for operational use or mobility.

A5.7.7.1. Retain sufficient quantities of the original packing material to repack all in-use munitions

A5.7.8. Maintain lot number integrity at all times. If lot number integrity is suspect the custodian will contact AFV for advice.

A5.7.9. Ensure all containers in courtesy storage are properly sealed and clearly marked with the custody account number. The custodian is responsible for marking all container/boxes on a pallet once the pallet is broken down. The custodian will also be responsible for removing all banding and dunnage.

A5.7.10. Monitor shelf and service life of munitions to ensure the oldest lots, or lots closest to service life expiration are used (expended) first. Custodians must be familiar with and track both shelf and service life expiration. If the shelf or service life of the munitions expires the custodian will discontinue use and contact Munitions Inspection for assistance.

A5.8. Inventory Procedures: Custodians must ensure proper inventory controls are in place to account for all munitions at all time until authorized expenditure or turn-in is accomplished.

A5.8.1. Conduct a quarterly physical inventory of all munitions maintained on custody accounts. After completing the inventory, the custodian (primary or alternate) will sign the IS507A, IS430A, and obtain the unit commander's signature.

A5.8.1.1. For a change of primary custodian inventory, both the losing and gaining primary custodians must sign the IS507A listing.

A5.8.1.2. If the unit commander is not available, then any officer he has delegated in writing or is acting on his behalf on "G" series orders may sign the listing on his behalf.

A5.8.1.3. All assets will be physically inventoried and any count discrepancies will be fully researched by the custodian to determine the cause for the shortage/overage.

A5.8.1.3.1. If the shortage is the result of an authorized expenditure then an expenditure document will be submitted. If the cause of the shortage cannot be determined, then the custodian will immediately notify the unit commander and AFV for assistance.

A5.8.1.3.2. For overages, contact the unit commander and AFV for assistance.

A5.8.2. Conduct an annual physical inventory with AFV personnel. An audit of the account will be performed to ensure the custodian is following established guidelines. A letter will be sent to the unit commander documenting the management of the accounts. The custodian will be responsible for researching and correcting any discrepancies.

A5.8.3. Validate storage locations and provide AFV with any location changes. 23rd MXS Munitions Flight custody accounts will process their own location changes.

A5.8.4. Turn in munitions no longer required to support the unit's requirements.

A5.9. Custody Account Jacket File Management.

A5.9.1. Maintain a custody account jacket file with the following tabs.

A5.9.1.1. Tab 1 - Copy of current AF Form 68, Custodian, Certifier, and Commander briefing letters.

A5.9.1.2. Tab 2 - MASO assisted inventory package, and Custodian inventory package.

A5.9.1.3. Tab 3 - MSI/Expenditure Log and Expenditure Documents.

A5.9.1.4. Tab 4 - Issue Documents

A5.9.1.4.1. Turn-in Documents

A5.9.1.5. Tab 5 - Current Forecast

A5.9.1.5.1. Current Allocation

A5.9.1.5.2. Out-of-Cycle Requests and approvals

A5.9.1.6. Tab 6 – Miscellaneous; May contain any or all of the following; Record of events, Courtesy Storage Agreement, Explosive Safety License (if required), Regulation/Customer Guide, messages/policy letters, MASO Review letter, AF Form 1996, other supporting documentation.

A5.10. Deployment Procedures: When a unit is directed to deploy with munitions they must contact the MASO immediately. Munitions being deployed to a “bare-base” will be maintained on account. When units deploy munitions to an established base for longer than 30 days, the custodian must coordinate a turn-in of deploying munitions with AFV so a shipping document can be processed to transfer accountability to the gaining MASO at the deployed location.

A5.10.1. Provide a list to AFV of all munitions that are being deployed by stock number, document number, lot number, condition code, quantity, and location (where stored). This will allow AFV to process turn-in and shipping documents if required.

A5.10.1.1. Initiate turn-in documents when directed to by AFV personnel.

A5.10.2. Prepare and submit a list of couriers who will deploy with the munitions. This list will be limited to NCOs unless no NCOs are deploying.

A5.10.2.1. Contact the couriers and ensure they get briefed by AFV on their duties. Couriers will be required to sign for the munitions that are deploying and will have a documented “courier briefing”. **NOTE:** Couriers will be held liable for the deploying munitions and must ensure accountability is properly transferred.

A5.10.3. Keep AFV personnel informed of the status of deployed munitions, if possible.

A5.10.4. Immediately contact AFV when further deployments are required.

A5.10.5. Immediately contact AFV when deployed munitions are returned to Pope AFB. Custodians will make immediate arraignments with Munitions Storage to take custody of the munitions. **NOTE:** Munitions returning from deployments DO NOT belong to the unit and cannot be maintained on hand. They must be returned to the MASO's custody immediately to reestablish accountability.

A5.10.6. DO NOT deploy munitions without approval from the MASO.

A5.11. AFV.

A5.11.1. Custody Accounts	4-5609
A5.11.2. Document Control	4-5612
A5.11.3. Time Change	4-5619
A5.11.4. NCOIC	4-5614/4-5613
A5.11.5. Munitions Storage	
A5.11.5.1. Dispatch	4-5625
A5.11.5.2. NCOIC	4-5629
A5.11.6. Munitions Inspection	4-5651
A5.11.7. MASO	4-5623

A5.12. Stock Discrepancies, Misuse: It is a violation of the Air Force fraud, waste, and abuse program to use munitions for purposes other than those for which they were originally issued and allocated. Such abuse is punishable under the UCMJ. Custodians can be held liable for the full amount of any loss, damage, or destruction caused by their negligence, willful misconduct, and deliberate unauthorized use.

A5.12.1. Immediately notify the unit commander and contact AFV in the event of a suspected loss, theft, or unauthorized use of munitions maintained on account.

A5.12.2. Maintain control and accountability of all munitions issued to the account until an authorized expenditure or turn-in has been completed. The custodian remains responsible until an expenditure document is processed by AFV and/or Munitions Inspection has processed a turn-in.

A5.12.2.1. Custodian will maintain copies of turn-in documents signed by Munitions Inspection personnel until the next inventory or the turn-in is processed whichever happens last. The actual amount turned in cannot always be validated at the time of turn-in and may not happen until the return munitions inspection (RMI) is actually accomplished. Because of this, the actual quantity counted by Munitions Inspection at the time of the RMI will be considered the final amount. The custodian will be responsible for any differences.

A5.13. Local Requirements: Custodians may be contacted by Munitions Inspection because munitions on their account are due periodic inspection (PI). PI are performed by qualified munitions inspectors on a random basis to ensure the serviceability of the stock number and lot number as determined by the applicable item technical order. Custodians must adhere to the PI appointment set up by Munitions Inspection.

A5.14. Suspended and Restricted Munitions: From time to time munitions maintained on accounts may be restricted to or from certain weapon systems or applications. In addition, they be suspended from use altogether. Munitions Inspection tracks all restrictions and suspensions published in T.O. 11A-1-1. Whenever a new supplement to this technical order is received they will check for all know users on base, past and present, and notify both the custodian and AFV.

A5.14.1. Take immediate action to identify and segregate suspended and/or restricted munitions when notified by Munitions Inspection.

A5.14.2. Immediately take action to turn-in munitions. If escort is required for courtesy stored munitions contact Munitions Storage for assistance. If 1.1 or 1.2 class munitions are involved contact Munitions Inspection for assistance

A5.15. Freezing Accounts: If a munitions account is not managed or maintained IAW AFI 21-201, written notification will be sent to the unit commander stating the discrepancy and notifying the commander the account will be frozen in 15 days if the discrepancy is not corrected. If the discrepancy is not corrected after 15 days the MASO will freeze the account. Once the account is frozen the custodian will cease all expenditures of the unit's ammunition and explosives, and access to munitions stored in the MSA will be denied. If the discrepancy is not resolved within 30 days from the date the unit commander was first notified, the 23rd MXS Commander will be notified that the account is being closed and all assets must be turned in. The account will not be unfrozen until all discrepancies are corrected.

A5.16. Primary/Alternate Custodians Acknowledgement: I have been briefed on my responsibilities for Custody Account (account number), and I understand my responsibilities as a munitions custodian.

_____ Printed Name (MASO/Designated Representative)	_____ Signature	_____ Date
---	--------------------	---------------

_____ Printed Name (Primary Custodian)	_____ Signature	_____ Date
--	--------------------	---------------

_____ Printed Name (Alternate Custodian)	_____ Signature	_____ Date
--	--------------------	---------------

_____ Printed Name (Alternate Custodian)	_____ Signature	_____ Date
--	--------------------	---------------

_____ Printed Name (Alternate Custodian)	_____ Signature	_____ Date
--	--------------------	---------------

Attachment 6**COURTESY STORAGE LETTER****NOTE: Use appropriate letterhead**

DATE

MEMORANDUM FOR 23 MXS/MXMW

FROM: Your unit, office symbol, and custody account number

SUBJECT: Request to Courtesy Store Munitions and Courtesy Storage Agreement

1. Request courtesy storage for the following munitions items:

NSN	NOUN	CAT CODE	QTY
-----	------	----------	-----

EXAMPLE

1305-01-172-9558	9mm Ball	B	4000
------------------	----------	---	------

(Insert all national stock numbers and quantities allocated that you wish to store in our facility)

2. The below listed primary and alternate custodians are aware of their responsibilities and have read the Courtesy Storage Agreement.

NAME	RANK	PHONE	EMAIL ADDRESS
------	------	-------	---------------

PRIMARY: (List only one primary)

ALTERNATE: (list as many names as required. Names must coincide with those listed in Part III of AF Form 68)

3. This is an agreement for custody account munitions to be stored within the Munitions Storage Area. The request will be reviewed to determine if storage space is available. If approved the following guidelines listed below will be strictly adhered to. **NOTE:** This entire memorandum must be signed and submitted/ received as a total package for our review.

4. Munitions account custodians will:

- a. Be responsible for accounting and reporting custody account munitions.
- b. Schedule ALL activities (inventories, visits to courtesy storage locations, excess turn-ins etc.) with the AFV, Storage, and Inspection Elements as applicable. 48 hour notice is appropriate under normal conditions.
- c. Provide personnel and equipment to accomplish any actions pertaining to assigned munitions, i.e., banding operations, pickup and delivery, etc. Custodians will keep their courtesy storage areas clean and orderly.
- d. Ensure containers are properly packaged and marked prior to items being returned to storage.
- e. Be responsible for care and preservation of munitions/ material. Custody accounts will maintain sufficient packing material to accomplish repack of munitions items.

f. Review and renew Courtesy Storage Agreement for Munitions and have the required information to the Storage Element no later than 15 December of each year. Any changes to your allocation during the year will require a memorandum requesting specific changes. Only those increases need to be addressed in the memorandum. The Munitions Flight Chief will then review the specific request and approve or disapprove based on available storage space. A new memorandum will be required if the Commander or primary custodian changes.

g. Only those individuals listed in Part III on the AF form 68 are authorized to withdraw and return munitions.

h. Will have two serviceable fire extinguishers, rated 2A:10BC and the appropriate explosive placards to transport munitions IAW AFMAN 91-201 chapter 2 paragraphs 2.70 through 2.75. Munitions will be secured prior to departure. Munitions storage element personnel will deny pickup of all assets until proper transportation requirements have been met. Munitions will not be released to custodians who arrive for pickup of assets in a POV unless your duties require you to do so, i.e. Office of Special Investigation (OSI).

i. Non-DOD owned explosives and other hazardous and toxic materials will not be stored in the MSA.

j. Technical data on non-DOD materials (required for testing) will be provided by the owning organization prior to storage.

5. Munitions Storage Element will:

a. Provide technical assistance to account custodians as necessary.

b. Provide building escort to personnel withdrawing or returning assets if applicable.

c. Assign storage locations to courtesy stored munitions and maintain current location status.

d. Be responsible for repairing packing discrepancies caused by storage conditions.

e. Maintain custody account folders with the current AF Form 68 and approved munitions request and courtesy storage agreement memorandum.

6. Failure to comply with the requirements of this memorandum will result in the revocation of this agreement. The custodian will then be asked to remove or turn in all munitions assets.

7. Annual review and renewal date must be accomplished and in Storage Elements possession no later than 15 Dec XX.

Signature block of Primary Custodian

Signature block of Commander

APPROVED/DISAPPROVED

Munitions Flight Chief, USAF

Attachment 7**NOTIFICATION OF SUSPENDED/RESTRICTED MUNITIONS**

DATE

MEMORANDUM FOR Supply Point

FROM: 23 MXS/MXMWHA

SUBJECT: Notification of Suspended/Restricted Munitions

1. Our records indicate that your activity has or had the following listed restricted/suspended munitions.

NSN	NOMENCLATURE	QTY	LOT NUMBER
-----	--------------	-----	------------

2. The following action must be taken:

a. Turn in assets immediately to the 23 MXS Munitions Inspection Section. () item (s) have been restricted/suspended from use IAW Interim Safety Supplement 11A-1-1SS _____.

3. Request you acknowledge receipt of this letter by _____.

4. Verbal notification by telephone was accomplished by us on _____ with _____ of your organization.

1st Ind:

TO 23d MXS/MXMW

Receipt of notification acknowledged. Munitions will be turned in on _____.

Signature Block
Commander

Attachment 8

AF FORM 2005 FOR ISSUE

SAMPLE
ISSUE, AF FORM 2005

ISSUE/TURN-IN REQUEST	TRIC 1 2 3 4 5 6 7 5 1 7							A. INCHECKER, NAME, DATE (TIN) Commander or Designated Rep. Signature, Date, Printed Name, Rank and Duty Phone REQUEST, TIME & DATE (ISU)														B. INSPECTOR, NAME-STAMP, DATE (TIN)																													
	STOCK NUMBER NSN 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 1 3 0 5 0 1 2 5 5 6 2 7 6																					UNIT OF ISSUE 23 24 E A		QUANTITY 25 26 27 28 29 3 1 9 2 0				C. CAT:D														DOCUMENT NUMBER ACT ORG SHOP DATE SER NO DMO 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 S 6 8 2 W E									
	Part Number																					E. T.O. REFERENCE/TECHNICAL PUBLICATION OR END-ITEM APPLICATION/NEXT HIGHER ASSEMBLY Certified Custody Issue Request for IAW																													
	D. PART NUMBER/MGFR CODE OR NAME/REMARKS																																																		
	WORK ORDER SHP TO 45 46 47 48 49 50																					ITEX/CONFAC 51 52 53 54 55 56		SD 57 58 59		PROJECT 60 61		PRI 62 63 64		REQ DEL DT 65 66		UJC CC DC		MARK FOR DOCUMENT NUMBER POST/POST 67 68 69 70 71 72 73 74 75 76 77 78 79 80										F. T.O. PSC AND/OR ERRC							
	G. TIME & DATE OF DELIVERY 10NOV02/1000							H. DELIVERY TIME							I.							J. NOMENCLATURE CTG, 5.56mm Ball M1																													
	AF FORM 2005, 19860601 (EF-V3)																																																		
	PREVIOUS EDITION WILL BE USED.																																																		

ISSUES WILL BE COMPLETED IN 3 COPIES

Block A: Organizational Commander or Designated Rep. (Individuals listed in Part II on the AF Form 68), Printed Name, Rank, Duty Phone, Signature, and Date.

Block B: Leave Blank

Block C: Grounding Date of aircraft for time change assets, and CAT Code.

Block E: "Consumption Issue" or "Custody Issue" Statement, reason for use (such as training, test, operational), and authorizing directive. Reason for late submission or impact statement for emergency request if applicable (use reverse side of form if necessary).

Block G: Date and Time Required.

Block I: Leave Blank

Block J: Item Nomenclature.

CARD COLUMNS

CC 1-3: TRIC CODE (i.e. 517)

CC 25-29: Quantity Requested

CC 4-7: Leave Blank

CC 30-35: Organization and Shop Code

CC 8-22: National Stock Number (NSN)

CC 36-80: Leave Blank

CC 23-24: Unit of Issue

Attachment 9

AF FORM 2005 FOR EXPENDITURE

SAMPLE
EXPENDITURE, AF FORM 2005

TRIC		DEL. DIST		EX		A. INCHECKER, NAME, DATE (TIN)		B. INSPECTOR, NAME-STAMP, DATE (TIN)			
1	2	3	4	5	6	7	Commander or Designated Rep. Printed Name, Rank, Duty Phone, Signature and Date				
7	2	3	REQUEST, TIME & DATE (ISU)								
NSN		STOCK NUMBER		ADON		UNIT OF ISSUE		QUANTITY		C. CAT:D	
8	9	10	11	12	13	14	15	16	17	18	19
1	3	7	5	0	0	7	2	8	2	8	5
Part Number				E A		0 0 0 0 2					
D. PART NUMBER/MGFR CODE OR NAME/REMARKS		DUW85K001-010		CC/A		E. T.O. REFERENCE/TECHNICAL PUBLICATION OR END-ITEM APPLICATION/NEXT HIGHER ASSEMBLY		CERTIFIED CUSTODY EXPENDITURE FOR TRAINING IAW		CUSTODIAN SIGNATURE	
WORK ORDER		TEXT/CONFAC		SD		PROJECT		PRI		REQ. DEL. DT	
45	146	147	148	149	150	51	52	53	54	55	56
R1A1N1G1E1		52153		57		58		59		60	
G. TIME & DATE OF DELIVERY		H. DELIVERY TIME		I.		J. NOMENCLATURE		Charge Demo M118 2LB			

AF FORM 2005, 19860601 (EF-V3)

PREVIOUS EDITION WILL BE USED.

EXPENDITURES WILL BE COMPLETED IN 3 COPIES

Block A: Organizational Commander or Designated Rep. (Individuals listed in Part II on the AF Form 68), Printed Name, Rank, Duty Phone, Signature, and Date.

Block B: Leave Blank

Block C: Category Code

Block D: Lot/Serial Number and condition code

Block E: "Expenditure" Statement, reason for use (such as training, test, operational), authorizing directive, and custodian's signature.

Block I: Leave Blank

Block J: Item Nomenclature.

CARD COLUMNS

CC 1-3: TRIC CODE (i.e. 723)	CC 44: Condition Code **
CC 4-7: Leave Blank	CC 45-50: Structure **
CC 8-22: National Stock Number (NSN)	CC 51-54: Leave Blank
CC 23-24: Unit of Issue	CC 55-56: <i>Lea</i>
CC 25-29: Quantity Expended	CC 57-66: Leave Blank
CC 30-43: Document Number **	CC 67-80: Location **

ITEMS FOUND ON THE IS507 **

Attachment 10

AF FORM 2005 FOR DIFM TURN-IN

SAMPLE
DIFM TURN-IN, AF FORM 2005

TRIC 1 2 3 4 5 6 7 5 4 0										DEL DIST TOTE BOX 1 2 3 4 5 6 7										EX Dnc										A. INCHECKER, NAME, DATE (TIN)																				B. INSPECTOR, NAME-STAMP, DATE (TIN)																																																																																																																																																																																																																																																																																																	
REQUEST, TIME & DATE (ISU)																																								C. CAT: _____																				DOCUMENT NUMBER																				DMO																																																																																																																																																																																																																																																																			
STOCK NUMBER										UNIT OF										QUANTITY										ACT																				ORG																				SHOP																				DATE																				SER. NO.																				Cond																																																																																																																																																																																																																	
NSN										NSN										ADON										ISSUE										30																				31																				32																				33																				34																				35																				36																				37																				38																				39																				40																				41																				42																				43																				44																			
1 3 7 7 0 1 3 9 4 1 2 7 2										E S E A										0 0 0 0 1										R 2 7 3																				L S																				2 2 6 6																				0 1 2 1																				A																																																																																																																																																																																																																																					
Part Number																																								E. T.O. REFERENCE/TECHNICAL PUBLICATION OR END-ITEM APPLICATION/NEXT HIGHER ASSEMBLY																																																																																																																																																																																																																																																																																																											
D. PART NUMBER/MGFR CODE OR NAME/REMARKS																																								Certified DIFM Turn-in																																																																																																																																																																																																																																																																																																											
Unknown (LOT or S/N) CC/A																																								Lot # Unknown, Major reject IAW 11P10-6-7																																																																																																																																																																																																																																																																																																											
WORK ORDER										SHIP TO										TEKCONFAC										SD										PROJECT										PRI										REQ DEL DT										UJC										MARK FOR										F. T.O. PSC AND/OR ERRC																																																																																																																																																																																																																																																									
45 46 47 48 49 50										51 52 53										54 55 56 57 58 59 60 61										62 63 64										65 66										67 68 69 70 71 72 73 74 75 76 77 78 79 80										DOCUMENT NUMBER										POST/POST										AFV Personnel initials																																																																																																																																																																																																																																																																			
G. TIME & DATE OF DELIVERY										H. DELIVERY TIME										I.										J. NOMENCLATURE										UWARS Assembly																																																																																																																																																																																																																																																																																																											

AF FORM 2005, 19860601 (EF-V3)

PREVIOUS EDITION WILL BE USED.

TURN-INS WILL BE COMPLETED IN 3 COPIES

Block A: Leave Blank

Block B: Leave Blank

Block C: Category Code

Block D: Lot/Serial Number and original condition code from issue document.

Block E: "Certified DIFM Turn-in" Statement, reason for turn-in, applicable item T.O.

Block F: AFV Personnel Initials, all Turn-in requests must be validated by AFV personnel prior to delivery of assets to munitions inspection to verify document accuracy.

Block I: Leave Blank

Block J: Item Nomenclature.

CARD COLUMNS

CC 1-3: TRIC CODE (i.e. 540)

CC 25-29: Quantity

CC 4-7: Leave Blank

CC 30-43: Document Number **

CC 8-22: National Stock Number (NSN)

CC 44: Condition Code **

CC 23-24: Unit of Issue

CC 45-80: Blank

Attachment 11

AF FORM 2005 FOR EXPENDITURE TURN-IN

**SAMPLE
EXPENDITURE TURN-IN, AF FORM 2005**

ISSUE/TURN-IN REQUEST	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">TRIC</td> <td colspan="2">DEL DSY</td> <td colspan="2">EX</td> <td></td> </tr> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td> </tr> <tr> <td>5</td><td>4</td><td>1</td><td></td><td></td><td></td><td></td> </tr> </table>							TRIC		DEL DSY		EX			1	2	3	4	5	6	7	5	4	1					A. INCHECKER, NAME, DATE (TIN) REQUEST, TIME & DATE (ISU)															B. INSPECTOR, NAME-STAMP, DATE (TIN)																																																																																																																																																																																																																																																																																																																																																																																														
	TRIC		DEL DSY		EX																																																																																																																																																																																																																																																																																																																																																																																																																																					
	1	2	3	4	5	6	7																																																																																																																																																																																																																																																																																																																																																																																																																																			
	5	4	1																																																																																																																																																																																																																																																																																																																																																																																																																																							
	STOCK NUMBER <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="10">NSN</td> <td colspan="10">ADDN</td> <td colspan="10">UNIT OF ISSUE</td> <td colspan="10">QUANTITY</td> </tr> <tr> <td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td> <td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td> <td colspan="10">CAT:D</td> </tr> <tr> <td>1</td><td>3</td><td>0</td><td>5</td><td>0</td><td>1</td><td>1</td><td>7</td><td>2</td><td>9</td><td>5</td><td>5</td><td>8</td> <td colspan="10">E A 0 0 0 6 0</td> <td colspan="10"></td> </tr> </table>																						NSN										ADDN										UNIT OF ISSUE										QUANTITY										8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	CAT:D										1	3	0	5	0	1	1	7	2	9	5	5	8	E A 0 0 0 6 0																				DOCUMENT NUMBER <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="10">ACT</td> <td colspan="10">ORG</td> <td colspan="10">SHOP</td> <td colspan="10">DATE</td> <td colspan="10">SER. NO.</td> <td colspan="10">DMO</td> </tr> <tr> <td>30</td><td>31</td><td>32</td><td>33</td><td>34</td><td>35</td><td>36</td><td>37</td><td>38</td><td>39</td> <td>40</td><td>41</td><td>42</td><td>43</td><td>44</td> <td colspan="10">S 3 8 2 E R 2 0 3 1 0 0 0 3 A</td> </tr> </table>															ACT										ORG										SHOP										DATE										SER. NO.										DMO										30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	S 3 8 2 E R 2 0 3 1 0 0 0 3 A																																																																																																																																																																																																																
	NSN										ADDN										UNIT OF ISSUE										QUANTITY																																																																																																																																																																																																																																																																																																																																																																																																											
	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	CAT:D																																																																																																																																																																																																																																																																																																																																																																																																																			
	1	3	0	5	0	1	1	7	2	9	5	5	8	E A 0 0 0 6 0																																																																																																																																																																																																																																																																																																																																																																																																																												
	ACT										ORG										SHOP										DATE										SER. NO.										DMO																																																																																																																																																																																																																																																																																																																																																																																							
	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	S 3 8 2 E R 2 0 3 1 0 0 0 3 A																																																																																																																																																																																																																																																																																																																																																																																																																										
Part Number																						E. T.O. REFERENCE/TECHNICAL PUBLICATION OR END-ITEM APPLICATION/NEXT HIGHER ASSEMBLY Certified Expenditure Turn-in, IAW _____																																																																																																																																																																																																																																																																																																																																																																																																																				
D. PART NUMBER/MGFR CODE OR NAME/REMARKS WCC99L032-003 CC/A																																																																																																																																																																																																																																																																																																																																																																																																																																										
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="10">WORK ORDER</td> <td colspan="10">TEX/CONFAC</td> <td colspan="10">SD</td> <td colspan="10">PROJECT</td> <td colspan="10">PRI</td> <td colspan="10">REQ DEL DT</td> <td colspan="10">UJC</td> <td colspan="10">MARK FOR</td> </tr> <tr> <td colspan="10">SHIP TO</td> <td colspan="10">51</td> <td colspan="10">52</td> <td colspan="10">53</td> <td colspan="10">54</td> <td colspan="10">55</td> <td colspan="10">56</td> <td colspan="10">57</td> <td colspan="10">58</td> <td colspan="10">59</td> <td colspan="10">60</td> <td colspan="10">61</td> <td colspan="10">62</td> <td colspan="10">63</td> <td colspan="10">64</td> <td colspan="10">65</td> <td colspan="10">66</td> <td colspan="10">67</td> <td colspan="10">68</td> <td colspan="10">69</td> <td colspan="10">70</td> <td colspan="10">71</td> <td colspan="10">72</td> <td colspan="10">73</td> <td colspan="10">74</td> <td colspan="10">75</td> <td colspan="10">76</td> <td colspan="10">77</td> <td colspan="10">78</td> <td colspan="10">79</td> <td colspan="10">80</td> </tr> </table>																						WORK ORDER										TEX/CONFAC										SD										PROJECT										PRI										REQ DEL DT										UJC										MARK FOR										SHIP TO										51										52										53										54										55										56										57										58										59										60										61										62										63										64										65										66										67										68										69										70										71										72										73										74										75										76										77										78										79										80										F. T.O. PSC AND/OR ERRC AFV Personnel initials														
WORK ORDER										TEX/CONFAC										SD										PROJECT										PRI										REQ DEL DT										UJC										MARK FOR																																																																																																																																																																																																																																																																																																																																																																				
SHIP TO										51										52										53										54										55										56										57										58										59										60										61										62										63										64										65										66										67										68										69										70										71										72										73										74										75										76										77										78										79										80																																																																																																																														
G. TIME & DATE OF DELIVERY																						H. DELIVERY TIME															I.															J. NOMENCLATURE CTG., 9MM BALL, XM882 NATO PISTOL																																																																																																																																																																																																																																																																																																																																																																																						
AF FORM 2005, 19860601 (EF-V3)																						PREVIOUS EDITION WILL BE USED.																																																																																																																																																																																																																																																																																																																																																																																																																				

TURN-INS WILL BE COMPLETED IN 3 COPIES

Block A: Leave Blank

Block B: Leave Blank

Block C: Category Code

Block D: Lot/Serial Number and original condition code from issue document.

Block E: "Certified Expenditure Turn-in" Statement, reason for turn-in, applicable item T.O.

Block F: AFV Personnel Initials, all Turn-in requests must be validated by AFV personnel prior to delivery of assets to munitions inspection to verify document accuracy.

Block I: Leave Blank

Block J: Item Nomenclature.

CARD COLUMNS

CC 1-3: TRIC CODE (i.e. 541)

CC 25-29: Quantity

CC 4-7: Leave Blank

CC 30-43: Document Number **

CC 8-22: National Stock Number (NSN)

CC 44: Condition Code **

CC 23-24: Unit of Issue

CC 45-80: Blank

ITEMS FOUND ON THE IS507 **

NOTE: This process WILL NOT be used to turn-in assets erroneously expended from a custody account. Units must reverse post or inventory adjust to correct errors.

Attachment 12

AF FORM 2005 FOR CUSTODY TURN-IN

CUSTODY TURN-IN, AF FORM 2005

TRIC		DEL DIST		EX		A. INCHECKER, NAME, DATE (TIN)										B. INSPECTOR, NAME-STAMP, DATE (TIN)																		
1	2	3	4	5	6	7																												
5	3	9																																
REQUEST, TIME & DATE (ISU)																																		
STOCK NUMBER																																		
NSN																																		
8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	UNIT OF		QUANTITY		C.		DOCUMENT NUMBER													
1	3	7	0	0	1	0	3	7	8	4	1	4	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44
Part Number												E A		0 0 3 0 0		CAT: C		S 1 2 2 L M 2 2 5 3 0 0 0 1 A																
D. PART NUMBER/MGFR CODE OR NAME/REMARKS																																		
LDY87A170-286 (LOT or S/N) CC/A																																		
E. T.O. REFERENCE/TECHNICAL PUBLICATION OR END-ITEM APPLICATION/NEXT HIGHER ASSEMBLY																																		
Certified Custody Turn-in IAW 11A16-39-7																																		
F. T.O. PSC AND/OR ERR																																		
AFV Personnel initials																																		
G. TIME & DATE OF DELIVERY																																		
H. DELIVERY TIME																																		
I.																																		
J. NOMENCLATURE																																		
CTG. Chaff RR-170																																		

AF FORM 2005, 19860601 (EF-V3)

PREVIOUS EDITION WILL BE USED.

TURN-INS WILL BE COMPLETED IN 3 COPIES**Block A:** Leave Blank**Block B:** Leave Blank**Block C:** Category Code**Block D:** Lot/Serial Number and original condition code from issue document.**Block E:** "Certified Custody Turn-in" Statement, reason for turn-in, applicable item T.O.**Block F:** AFV Personnel Initials, all Turn-in requests must be validated by AFV personnel prior to delivery of assets to munitions inspection to verify document accuracy.**Block I:** Leave Blank**Block J:** Item Nomenclature.**CARD COLUMNS**

CC 1-3: TRIC CODE (i.e. 539)

CC 30-43: Document Number **

CC 4-7: Leave Blank

CC 44: Condition Code **

CC 8-22: National Stock Number (NSN)

CC 45-50: Structure **

CC 23-24: Unit of Issue

CC 51-66: Leave Blank

CC 25-29: Quantity

CC 67-80: Location **

Attachment 13

MSI LOG EXAMPLE

MSI#	Stock Number	Lot Number	Quantity	Date	DOCID
1	1330002896851	PB89D013-031	7	17 Oct 00	G940
2	1370007528060	LOW88D012-005	2	17 Oct 00	L495
3	1370007528124	LOW88B007-015	23	17 Oct 00	L601
4	1330002896854	PB80M023-011	8	17 Oct 00	G945
5	1330002896851	PB-85D013-031	6	25 Oct 00	G940
6	1330002198511	PB-86F017-023	3	25 Oct 00	G930
7	1330002198511	PB84F016-016	3	25 Oct 00	G930
8	1305012556276	LC-90L006-359	1680	14 Jan 01	A071
9	1305012556276	LC-92C006-414	1286	14 Jan 01	A071
10	1305011729558	WCC96B011-011	800	14 Jan 01	A363